

Tender Reference Number: UA- 1702/3.1/0042/1

SUPPLY CONTRACT NOTICE

Informational Centre for Innovations and Development “NOVUM” (Uzhhorod, Ukraine) intends to carry out arrangement of premises for the needs of the municipal gallery and tourist information center in Uzhhorod (Uzhhorod, Zakarpattia oblast, Ukraine) and, in order to award the contract announces an open tender on the terms set out below.

The sources of funding: equipment supply (arrangement of premises for the needs of the municipal gallery and tourist information centre) will be partially financed from the EU grant allocated under project “Through Art we Ruin Borders” (No HUSKROUA/1702/3.1/0042) within the framework of Hungary-Slovakia-Romania-Ukraine ENI CBC Programme 2014-2020.

A/ CONTRACT DATA

1. Contract title

"The supply of Interior and IT equipment for the needs of the municipal gallery and tourist information center in Uzhhorod"

Publication reference

UA- 1702/3.1/0042/1

2. Procedure

Local open tender for contracts between EUR 100 000 and EUR 300 000

Responsible for the tender procedure: the tender committee established by the Contracting Authority for carrying out procurements under the Project.

3. Programme title

The project “Through Art we Ruin Borders” (No HUSKROUA/1702/3.1/0042) within the framework of Hungary-Slovakia-Romania-Ukraine ENI CBC Programme 2014-2020.

4. Financing

Financing Agreement of the Hungary-Slovakia-Romania-Ukraine ENI CBC Program 2014-2020, Grant Contract HUSKROUA/1702/3.1/0042, dated from 30 September, 2019 and own funds of the Contracting Authority.

The supply subject to the procurement is planned to be partially financed from the ENI grant funds, while the Contracting Authority, in addition to the norms set by the laws of Ukraine, is obliged to comply with all the requirements of the ENI CBC Programme related to such procurement procedures.

5. Contracting authority

Non-Governmental Organization, Informational Centre for Innovations and Development “NOVUM”, address: 1B/6 Ivana Franka str., 88000 Uzhhorod, Zakarpattia oblast", Ukraine.

B/ CONTRACT SPECIFICATIONS

6. Description of the contract

The subject of the Contract is the supply of Interior and IT equipment for the needs of the municipal gallery and tourist information centre in Uzhhorod:

- Interior equipment of the gallery and depository - gallery hanging systems, panels, cabinets, shelves, furniture, equipment of tourist information centre and offices.

- Sounding the gallery (amplifiers, reporters, microphones), security camera system, imaging units (data projector, canvas, kiosk) and tourist information centre computing equipment.

The volume and description of equipment is provided by the design of project, which is added as the separate document (Specifications of equipment).

The list of stages will be agreed with the winner of the tender.

7. Number and titles of lots

One lot only

C/ TERMS OF PARTICIPATION

8. Eligibility and rules of origin

Participation is open to all natural persons and legal persons (participating either individually or in a grouping – consortium – of tenderers), which are effectively established in a Member State of the European Union or in an eligible country or territory as defined under Regulation (EU) No236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable instrument under which the contract is financed. Participation is also open to international organisations.

9. Grounds for exclusion

Tenderers must submit a signed declaration, included in the tender form for a supply contract (Forms No2, No3 (c41), to the effect that they are not in any of the situations for exclusion.

Tenderers included in the lists of EU restrictive measures at the moment of the award decision cannot be awarded the contract.

10. Number of tenders

Tenderers may submit only one tender per lot. Tenders for parts of a lot will not be considered. Tenderers may not submit a tender for a variant solution in addition to their tender for the supply required in the tender dossier.

11. Tender guarantee

No tender guarantee is required

12. Performance guarantee

No performance guarantee required

13. Tender validity

Tenders must remain valid for a period of 90 days after the deadline for submission of tenders. In exceptional circumstances, the contracting authority may, before the validity period expires, request that tenderers extend the validity of tenders for a specific period.

14. Period of implementation of tasks

Till 30.10.2021 from the date of signing the Contract

D/ SELECTION AND AWARD CRITERIA

15. Selection criteria

Economic and financial selection criteria:

- The average annual turnover of the tenderer during the last 3 years should be at least 100,000.00 EURO or the equivalent in national currency.
- The tenderer must submit a solvent balance sheet as per the last reporting date preceding the date of the tender (according to the financial statements required by the national legislation of the legal entity (for Ukraine – Balance Sheet (Financial Statement),

Financial Statement results (Statement of comprehensive income) or equivalent in the country of the tenderer's registration).

Professional and technical selection criteria:

- a) The tenderer must have a state registration on the territory of Ukraine or Member State of the European Union or in an eligible country or territory as defined under Regulation (EU) No236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable instrument under which the contract is financed. Act as an individual entrepreneur or legal entity. The tenderer's activities must be consistent with the goals and objectives set out in its constituent documents.
- b) The tenderer must have at least 2 projects of similar nature/complexity, and experience in the implementation of at least 2 similar projects that would relate to the supply of goods and equipment (in the case of foreign companies – experience in the supply of goods and equipment to Ukraine is preferable).
- c) The tenderer must have recommendations from at least 2 contracting entities as a reliable supplier and partner.

Tenders submitted by companies in a partnership / consortium must also meet the following requirements:

- The tender offer is formed in such a way that the obligations under the contract apply to all members of the consortium. In this case, one of the members of the consortium is authorized to act as the lead partner according to the power of attorney, which is signed by the authorized representatives of all members of the consortium.
- The consortium members are not allowed to withdraw during the entire contract period (use the declaration form in the tender dossier).

16.Award criteria

The most economically advantageous tender is the experience compliant tender with the lowest price.

E/ TENDERING

17.How to obtain the tender dossier

The tender dossier (except drawings) is available for download on the web site <http://www.throughartweruinborders.com.ua/>

The tender dossier is also available for information purposes at the premises of the NOVUM NGO: 1B/6 Ivana Franka str., Uzhhorod 88000, Zakarpattia oblast", Ukraine.

Tenders must be submitted using the standard tender form contained in the tender dossier, whose format and instructions must be strictly observed.

Tenderers with questions regarding this tender should send them in writing to the e-mail address: info@novum.in.ua or to the postal address 1B/6 Ivana Franka str., Uzhhorod 88000, Zakarpattia oblast", Ukraine, at least 15 days before the deadline for submission of tenders given in paragraph 18. The contracting authority must reply to all tenderers' questions at least 11 days before the deadline for submission of tenders. Eventual clarifications or minor changes to the tender dossier will be published at the latest 11 days before the submission deadline on the web site www.throughartweruinborders.com.ua/

18. Deadline for submission of tenders

The deadline for submission of tender proposals is December 01, 2020 by 16:00 Kyiv time.

Any tender proposal received by the Contracting authority after this deadline will not be considered.

Tender proposals must be submitted in hard copies with added electronic copies of certain documents as set by the requirements of the tender dossier and described in the Guidelines for tenderers to the following address:

1B/6 Ivana Franka str., Uzhhorod 88000, Zakarpattia oblast", Ukraine

19. Tender opening session

Tender opening session will be held at 19a/89 Lehotskoho str., Uzhhorod 88000, Zakarpattia oblast", Ukraine on December 21, 2020 at 15:00 by Kyiv time.

20. Language of the procedure

All written communications for this tender procedure and contract must be in English or Ukrainian.

21. Legal basis

Regulation (EU) № 236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action

Regulation for Implementation (Implementing Rules, Chapter 4 Section 1, "Procurement", Article 52-56), approved by the European Commission (EC) № 897/2014 on 18 August, 2014, which sets out specific provisions for the implementation of cross-border programs financed under to Regulation (EU) № 232/2014 of the European Parliament and of the Council establishing a European Neighbourhood Instrument.

Also, the tender dossier takes into account the requirements of the legislation of Ukraine, in particular:

- Legislative and other regulatory acts governing the use of international technical assistance funds, in particular Regulation No153 of the Cabinet of Ministers of Ukraine dated from February 15, 2002, "On the Establishment of a Unified System for Attracting, Using and Monitoring International Technical Assistance".

22. ANNEXES available on the web-page <http://www.throughartweruinborders.com.ua/>

1. Letter of Invitation to Tender
2. Technical Specifications
3. Instructions to tenderers
4. Supply contract notice
5. DRAFT CONTRACT, INCLUDING ANNEXES
 - Special Conditions
 - General Conditions (Annex I for supply contact)
 - Technical specifications + technical offer (Annex II for supply contract)

Annexes to tender documentation

Templates attached	
Annex I	Declaration on honour on exclusion criteria and selection criteria
Annex II	Technical offer
Annex III	Tender form for a supply contract
Annex IV	Financial offer
Annex V	Financial Identification Form
Annex VI	Legal Entity Sheet
Free text format	
Annex VII	Register of documents which are provided by the tender participant
Annex VIII	Warranty conditions on equipment
Annex IX	Proofs of origin
Annex X	Authorized signature
Annex XI	Balance sheet